

Commissioned Personnel Center
Office Instruction Manual

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2.A. Temporary Promotions of Commissioned Officers

2.A.1. General

2.A.1.a. Statutory Authority

Temporary promotions to flag grades shall be made by the President, by and with the advice and consent of the Senate. [33 U.S.C. 3028]

Temporary promotions to all other grades shall be made by the President alone. [33 U.S.C. 3029] This authority has been delegated to the Secretary through Executive Order 11023.

2.A.2. Selection of Temporary Promotions

2.A.2.a. Flag Positions

1. Positions of Importance and Responsibility: When the Secretary of Commerce (Secretary) designates a position as being a position of importance and responsibility warranting a flag grade, he/she may assign an officer to that position. [33 U.S.C. 3028(a) & (b)] An officer assigned to a position of importance and responsibility under this section has the grade designated for the position while serving in the position, if appointed to that grade by the President, by and with the advice and consent of the Senate. [33 U.S.C. 3028(d)(1)] The Secretary, if he/she deems it appropriate, shall request that the President appoint the officer with the advice and consent of the Senate. The following positions have been designated by the Secretary as positions of importance and responsibility:
 - a. Director of the NOAA Corps and Director of the Office of Marine and Aviation Operations (O-8)
 - b. Deputy Director, NOAA Corps, and Deputy Director, Marine and Aviation Operations (O-7)
 - c. Director, Marine and Aviation Operations Centers (O-7)
2. When the Secretary designates a position of importance and responsibility, he/she may consider a nomination for temporary promotion to the appropriate flag grade to fill the position from candidates on the lineal list in the grade of captain. Such a nomination may be made by the Flag Advisory Board (FAB). The Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator) may convene a FAB at such times necessary to make recommendations to fill vacant positions of importance and responsibility. Only the Secretary has the authority to assign officers to designated positions of importance and responsibility.

2.A.2.b. Lieutenant (junior grade)

1. Officers in the permanent grade of ensign may be temporarily promoted to and appointed in the grade of lieutenant (junior grade) whenever vacancies exist in that grade. The authority to make such a temporary promotions rests with the Secretary. [33 U.S.C. 3029(b); Executive Order 11023] The Director, NOAA Corps (NC), will convene an Officer Personnel Board (OPB), at such times as necessary to consider temporary promotions under this section. When an OPB determines that a temporary promotion under this section is appropriate, the OPB shall recommend to the Secretary, through the Director, NC, that such a promotion be effected. No temporary promotion will be effected until it is approved by the Secretary.

2.A.2.c. Any one grade

1. When determined by the Secretary to be in the best interests of the service, officers in any permanent grade may be temporarily promoted one grade by the Secretary. [33 U.S.C. 3029(c); Executive Order 11023] Any temporary promotion effected under this section shall terminate upon the transfer of the officer to a new assignment.
 2. The Director, NC, will review the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) billet list annually (generally, in January) to designate priority billets based on program requirements and ensure the proper grade(s) is/are associated with each billet.
 3. If an officer is assigned to a billet and the officer's grade is currently below the grade designated by the Director, NC, for that billet, the Director, NC, will forward the officer's name to the OPB for consideration of a temporary promotion of one grade. The OPB shall make recommendations for temporary promotions to the Secretary based on the following:
 - a. If a senior NOAA (Assistant Administrator or above) or government official requests an immediate temporary promotion for an officer under his/her command, based on the needs of the service/agency, then the OPB shall consider making such a recommendation to the Secretary.
 - b. If an officer is assigned to an operational or shore billet, the officer must complete not less than six months of successful service in that assignment before being temporarily promoted one grade. Successful service will be verified by a temporary promotion recommendation in Section 11 on NOAA Form 56-6, Fitness Report for Commissioned Officers. If the officer is not recommended for a temporary promotion at six months, the officer shall be reviewed by the OPB at one year and the OPB shall recommend that officer be temporarily promoted one grade or referred to the Officer Assignment Board for reassignment based on the needs of the service.
 - c. Officers shall pass a satisfactory mental and physical examination in accordance with regulations prescribed by the Secretary.
 4. No temporary promotion will be effected until it is approved by the Secretary.
-

2.A.3. Effecting Temporary Promotions/Certificates

2.A.3.a. Flag Officers

1. This temporary promotion procedure is memorialized in the temporary promotion checklist, attached hereto as Appendix 2A-1.
2. Prospective flag candidates will receive a memorandum informing them that a FAB will be convened to make recommendations to the Secretary (Appendix 2A-2).
3. If selected by the Secretary, an officer assigned to a position of importance and responsibility only holds the flag grade associated with that position if he/she is appointed to that grade by the President, with the advice and consent of the Senate. If the Secretary so desires such an appointment, a nomination package is prepared by the Director, Commissioned Personnel Center (CPC), as follows, and as attached hereto as Appendix 2A-3:
 - a. Cover memorandum signed by the Director, NC;

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- b. Decision Memorandum to the Secretary, through the NOAA Administrator, recommending that the President appoint the officer with the advice and consent of the Senate;
- c. A memorandum for the record stating that each officer recommended for temporary promotion has met the requirements for promotion;
- d. Memorandum to Deputy Assistant to the President;
- e. Letter to the President from the Secretary; and
- f. Nomination form.

The nomination package follows the procedure contained in Section 2.B.3.b, below.

- 4. When notification is received from the White House that the Senate has confirmed the nominee, the Director, CPC, will prepare a Certificate evidencing such appointment, as well as the package requesting that the Secretary sign the Certificate. The contents of the package are as follows, and as attached hereto as Appendix 2A-4:
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision Memorandum to the Secretary, through the NOAA Administrator, recommending that the Secretary sign the Certificate;
 - c. Certificate; and
 - d. Memorandum from NOAA Administrator confirming promotion and assignment in position of importance and responsibility.
- 5. The date on which the Secretary signs the Certificate is the effective date of the officer's appointment to the flag grade.

2.A.3.b. Non-Flag Officers

- 1. This temporary promotion procedure is memorialized in the temporary promotion checklist, attached hereto as Appendix 2A-5.
- 2. Officers will be notified by memorandum of temporary promotion recommendations (Appendix 2A-6 lieutenant (junior grade) and 2A-7 any one grade).
- 3. Once an officer has been recommended by the OPB for a temporary promotion, the Director, CPC, will take necessary steps to ensure that the officer has submitted all required documentation and continues to meet the mental and physical requirements prescribed in NOAA Corps Directives (NCD) Chapter 4, Part 3, prior to forwarding the recommendation. (These reviews will continue until such time as the effective date of the promotion).
- 4. Once a temporary promotion recommendation has been made, the Director, CPC, will prepare a temporary promotion non-flag certificate package. The contents of the package are as follows, and as attached hereto as Appendix 2A-8:
 - a. Cover Memorandum signed by the Director, NC;
 - b. Decision Memorandum to the Secretary, through the NOAA Administrator, recommending that the Secretary temporarily promote the officers so recommended by the OPB and sign the Temporary Certificate;
 - c. Memorandum signed by the Chair of the OPB evidencing the OPB recommendations;
 - d. A memorandum for the record stating that each officer recommended for temporary promotion has met the requirements for promotion; and
 - e. Temporary Promotion Certificate.
- 5. The completed package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch to the NOAA Executive

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Secretariat (ExecSec). The Director, NC, will retain a complete copy of the package and will be held on file with the Director, CPC.

6. NOAA ExecSec will notify the Director, NC, by both phone and E-mail, when the certificate package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the Department of Commerce (DOC) Executive Secretariat (ExecSec).
7. DOC ExecSec returns the temporary promotion memorandum(s) and certificate(s), to the Director, CPC.
8. Once the signed memorandum(s) and certificate(s) are received at CPC, the Chief, Officer Services Division (OSD), will prepare a cover memorandum (Appendix 2A-9 or 2A-10) for signature by the Director, NC, for the officer. This memorandum, along with the signed certificate will be sent to the officer, and a copy of both will be placed in the officer's Official Personnel File. The Chief, OSD, will enter the date the certificate was signed into the CPC database as the effective date of the temporary promotion.
9. The Chief, OSD, will forward both a copy of the cover memorandum and a copy of the signed certificate to the NOAA Corps Payroll Unit in Topeka, Kansas to effect new pay and allowances.
10. Officers will not be temporarily promoted without a signed certificate.
11. The Director, CPC, is responsible for reviewing all temporary promotions, ensuring the necessary information is in the CPC database, including the date of the temporary promotion, the billet that required the temporary promotion and the expected end date of the assignment.

2.B. Permanent Promotions of Commissioned Officers

2.B.1. General

2.B.1.a. Statutory Authority

Promotions to all permanent grades shall be made by the President, by and with the advice and consent of the Senate. [33 U.S.C. 3026]

2.B.2. Selecting Officers on Lineal List for Grades of Lieutenant (Junior Grade) through Captain

Promotions to fill vacancies in each permanent grade from lieutenant (junior grade) through captain shall be made by selection from the next lower grade upon recommendation of the Officer Personnel Board (OPB). [33 U.S.C. 3024]

2.B.2.a. General

This permanent promotion procedure is memorialized in the permanent promotion checklist, attached hereto as Appendix 2B-1.

2.B.2.b. Number of Officers to be Selected for Promotion

At least once a year (by February) and at such times as the Director, NOAA Corps (NC), determines necessary, the Director, NC, shall review the needs of the service and establish, within the authorized strength, the number of officers to be selected for promotion to each grade. The number shall be equal to the number of vacancies existing in each grade, plus the number of additional vacancies estimated for the next 12 months, less the numbers of officers on the promotion list for that grade. In the case of vacancies in the grade of lieutenant, the cycle will normally occur every six months.

2.B.2.c. Promotion Zones

1. At least once a year (by February) and at such times as the Director, NC, determines necessary, the Director, NC, shall establish a promotion zone for the grades of lieutenant through captain from which officers may be selected for promotion.
2. The number of officers in a promotion zone shall not be less than the number of selections planned, multiplied by the applicable multiplier (NOAA Corps Directive (NCD) 04204 C). In situations where the product is a fraction, the minimum zone size will be the next higher number.
3. A multiplier of one is used for officers being considered for promotion to the grade of lieutenant as these officers are all eligible for promotion. However, the maximum allowable number of officers for the grade of lieutenant shall not be exceeded.
4. There is no promotion zone for the grade of lieutenant (junior grade). The OPB will review all officers in the grade of ensign for retention prior to their having attained two years of service, regardless of their status. Those officers who have been permanently appointed to

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the grade of ensign shall be recommended for promotion to the permanent grade of lieutenant (junior grade), as long as the OPB has determined the officers shall be retained in the service. [33 U.S.C. 3023] That information will be forwarded in a nomination package as described in section 2.B.3. Those in the temporary grade of ensign will be held until permanently appointed to ensign, at which time their recommendation for permanent promotion to lieutenant (junior grade) will be forwarded in a nomination package as described in section 2.B.3.

2.B.2.d. Selection for Promotion

1. Once a promotion zone has been approved by the Director, NC, the Director, Commissioned Personnel Center (CPC), in consultation with the Chair, OPB, will schedule a meeting of the OPB, which will convene as a selection board to consider the officers in the zone, above the zone, and below the zone. The selection board should convene not later than 10 months prior to the expected date the first vacancy on the lineal list will occur.
2. Letters will be sent to all officers eligible for promotion (a copy of each memorandum for those above the zone, in the zone, and below the zone (i.e., deep selection) are included in Appendix 2B-2).
3. The Director, CPC, will draft a Precept Memorandum, to be reviewed, approved, and signed by the Director, NC (Appendix 2B-3). The memorandum provides specific guidance to the Chair, OPB, for that particular promotion zone. The memorandum is addressed to the Chair, OPB, and copied to each member of the board.
4. The Chair, OPB, will convene the board. The Director, NC, may address the board and reiterate her/his precepts.
5. The Director, CPC, will participate as a non-voting advisor. CPC staff will serve as secretary to the board and provide assistance as requested. The Director, CPC, will administer the special oath to the board. The oath is: "I solemnly swear that I will, without prejudice or partiality, having in view both the records of the officers and the efficiency of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps), perform the duties imposed upon me."
6. Each board member will review the Official Personnel File of every officer being considered. Each board member will make his/her initial selections, based on his/her evaluation of each officer.
7. Absent evidence to the contrary, all candidates being reviewed are assumed to be of strong moral character.
8. The Chair, OPB, will guide the discussion of candidates' qualifications to arrive at the selection of those determined to be most qualified as determined by a majority of the board to fill the prescribed vacancies.
9. The Director, CPC, will prepare summary minutes of the meeting that will include the list of recommended selectees and any other recommendations the board chooses to make. All board members will sign the minutes.
10. The Director, CPC, shall retain each board member's Officer Evaluation forms for a minimum of 90 days after the President and the Secretary of Commerce (Secretary), and with the advice and consent of the Senate, approve the OPB's recommendations.
11. Once the OPB's recommendations have been made, the Director, CPC, on behalf of the Director, NC, will initiate phone calls to each officer informing them of the OPB's recommendation. Permanent promotions will not be effected until approved by the

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President with the advice and consent of the Senate. The date on which a Commission is signed by the Secretary is the effective date of the permanent promotion.

12. Once the Secretary has approved the OPB's recommendations, each officer in, above or below the zone will receive a memorandum confirming the OPB's recommendation from the Director, NC (Selection for Promotion, Failure of Selection/Non Pass Over, and Failure of Selection/Pass Over (Appendix 2B-4)).

2.B.3. Nominations

2.B.3.a. Nomination Package

1. The nomination package will be initiated nine months prior to the expected date the first vacancy will occur.
2. The nomination package (Appendix 2B-5) prepared by the Director, CPC, will include:
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision Memorandum to the Secretary, through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator), recommending that the Secretary approve the recommendation of the OPB and forward the nomination list to the President for approval with the advice and consent of the Senate;
 - c. A memorandum for the record signed by the Chair of the OPB that the OPB, in fact, recommended the officers for permanent promotion;
 - d. A memorandum for the record stating that each officer recommended for permanent promotion has met all the requirements for such promotion;
 - e. The list of nominees on White House letterhead;
 - f. Cover memorandum to the Deputy Assistant to the President; and,
 - g. Letter to the President.

2.B.3.b. Nomination Procedure

1. The completed nominations package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch to the NOAA Executive Secretariat (ExecSec). The Director, NC, will retain a complete copy of the package and will be held on file with the Director, CPC.
2. NOAA ExecSec will notify the Director, NC, by both phone and E-mail, when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the Department of Commerce (DOC) Executive Secretariat (ExecSec) for review.
3. After DOC ExecSec completes the vetting process, the Secretary reviews the OPB's recommendations.
 - a. If the Secretary concurs, the nominations package will be forwarded to the President.
 - b. If the Secretary does not accept the recommendation(s) of the OPB, the OPB shall make further recommendation(s) as are acceptable. [33 U.S.C. 3022(c)]
4. DOC ExecSec will notify the Director, NC, by both phone and E-mail, when the Secretary has concurred with the nomination list and will then express mail the nomination list to the White House for Presidential approval. DOC Exec Sec will provide the express mail tracking number to the Director, NC. If the Secretary does not accept the OPB

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recommendations, the nomination package will be returned to the Director, NC, for appropriate action.

5. The Director, CPC, will contact the Executive Clerk at the White House at (202) 456-2227 and will provide the express mail tracking number of the nomination package. The Director, CPC, will confirm receipt by the Clerk.
6. The date the nomination list was received by the Senate will be verified in the Congressional Record by the Director, CPC. A copy of the relevant Congressional Record(s) will be maintained in the appropriate file in the CPC.
7. The date that the Senate confirmed the nominees will be verified in the Congressional Record by the Director, CPC. A copy of the relevant Congressional Record(s) will be maintained in the appropriate file in the CPC.
8. The Director, CPC, will determine the date of Presidential approval by contacting the Executive Clerk of the White House. The Director, CPC, will also ensure that the document evidencing Presidential approval of the promotions is received. Upon confirmation by the Senate and approval by the President, officers selected for promotion will receive a memorandum signed by the Director, NC, (Appendix 2B-6) indicating their placement on the promotion list. The Chief, Officer Service Division (OSD), will enter dates of confirmation and Presidential approval for each nominee into the CPC database.
9. A promotion list shall be maintained for each grade below captain. It will contain the names of those officers, in order of seniority by length of service for promotion, whose permanent promotion has been approved by the President and confirmed by the Senate. A nominee previously non-selected may be listed behind another with lesser length of service.

2.B.4. Effecting Promotion/Commission

1. Once an officer's name has been placed on the promotion list, the Director, CPC, will take necessary steps to ensure that the officer has submitted all required documentation and continues to meet the requirements prescribed in NCD Chapter 4, Part 3, prior to the effective date of his /her promotion. (These reviews will continue until the promotion is effective).
2. Promotions will normally occur within 30 days after a vacancy actually occurs.
3. Once a vacancy is created, the Director, CPC, will prepare a commission package. The contents of the package are as follows, and as attached hereto as Appendix 2B-7:
 - a. Cover Memorandum signed by the Director, NC;
 - b. Decision Memorandum to the Secretary, through the NOAA Administrator, recommending that the Secretary sign the Commissions;
 - c. A memorandum for the record stating that each officer recommended for permanent promotion remains qualified for such promotion; and,
 - d. Commission.
4. NOAA ExecSec will notify the Director, NC, by both phone and E-mail, when the commission has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the DOC ExecSec.

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5. DOC ExecSec will notify the Director, NC, by both phone and E-mail, when the Secretary of Commerce has completed, dated, and signed the commission.
6. Once the signed commission is received at CPC, the Chief, OSD, will prepare a cover memorandum (Appendix 2B-8) for signature by the Director, NC, for the officer. This memorandum, along with the signed commission will be sent to the officer. The Chief, OSD, will enter date the commission was signed into the CPC database as the effective date of the promotion.
7. The Chief, OSD, will forward both a copy of the promotion memorandum and a copy of the commission to the NOAA Corps Payroll Unit in Topeka, Kansas to effect new pay and allowances.
8. Officers will not be promoted without a signed commission regardless of the availability of a vacancy. The date of the commission will be the effective date of promotion.

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Flag Officers

Certified by Director, CPC _____
Initials Date

Flag Officers – 33 U.S.C. 3028(a) & (b)

Officer Name:

_____ Current grade

_____ Effective date of last Permanent Promotion

Temporary Promotion Requested because:

Flag Grade – Positions of Importance and Responsibility

_____ Approved retirement (Yes/No)

_____ Pending investigation (Yes/No)

_____ Prior record of disciplinary action (Yes/No)

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Temporary Promotion Checklist

Selection for Temporary Promotion-Flag Grade

(mm/dd/yr) Officer notified of temporary promotion proceedings via memorandum [Appendix 2A-2]

(mm/dd/yr) Flag Advisory Board (FAB) appointed, NCD 10012

(mm/dd/yr) FAB convened

(mm/dd/yr) FAB provides recommendations to the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator) and the Secretary of Commerce (Secretary)

Effecting Temporary Promotion/Certificates – Flag Grade

Mental Qualifications (NCD 04301) (yes or no)
Physical Qualifications (NCD 04302) (yes or no)

(mm/dd/yr) Nomination package is prepared by the Director, Commissioned Personnel Center (CPC)

(mm/dd/yr) Cover and decision memorandum prepared by the Director, NOAA Corps (NC) to the NOAA Administrator, recommending that the President appoint with the advice and the consent of the Senate (qualification memorandum enclosed) [Appendix 2A-3]

(mm/dd/yr) Nomination package entered in *WebCims* and sent by the Director, NC, to the Secretary, through the NOAA Administrator

(mm/dd/yr) Nomination package received by NOAA Executive Secretariat (ExecSec)

(mm/dd/yr) NOAA ExecSec forwards nomination package to Department of Commerce (DOC) Executive Secretariat (ExecSec)

(mm/dd/yr) Nomination package vetted through DOC ExecSec

(mm/dd/yr) DOC ExecSec notifies the Director, NC, when the Secretary forwards nomination package to White House

(mm/dd/yr) The Director, CPC, contacts White House Executive Clerk (202) 456-2227 and provides package tracking number

(mm/dd/yr) The Director, CPC, contacts White House to verify nomination package forwarded to the Senate for confirmation

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_____	Nomination received by the Senate per Congressional Record
(mm/dd/yr)	
_____	Nomination confirmed by the Senate per Congressional Record
(mm/dd/yr)	
_____	Nomination certified by the White House
(mm/dd/yr)	
_____	Nomination package returned to DOC ExecSec
(mm/dd/yr)	
_____	The Director, CPC, prepares temporary promotion/certificate package evidencing appointment
(mm/dd/yr)	
_____	Cover and decision memorandum prepared by the Director, NC, to the Secretary, through the NOAA Administrator, recommending that the Secretary sign the certificate [Appendix 2A-4]
(mm/dd/yr)	
_____	Temporary promotion/certificate package entered in <i>WebCims</i> and sent by the Director, NC, to the Secretary, through the NOAA Administrator
(mm/dd/yr)	
_____	Temporary promotion/certificate package received by NOAA ExecSec
(mm/dd/yr)	
_____	NOAA ExecSec forwards package to DOC ExecSec
(mm/dd/yr)	
_____	Certificate signed by the Secretary and returned to the Director, CPC, to affix DOC seal
(mm/dd/yr)	
_____	Temporary promotion letter sent to officer by the Director, CPC, and sent with signed certificate to the officer [Appendix 2A-4]
(mm/dd/yr)	
_____	Copy of certificate retained in officer's file
(mm/dd/yr)	
_____	Copy of certificate sent to Payroll
(mm/dd/yr)	

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Flag Nomination Package-Prospective Flag Officer Selection

MEMORANDUM FOR: All NOAA Corps Captains

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Prospective Flag Officer Selection

Current flag officer appointments are due to expire on (date). I anticipate a decision by the Under Secretary of Commerce for Oceans and Atmosphere to convene a Flag Advisory Board to make recommendations for flag appointments. The list of officers who may be recommended for promotion will consist of all captains who do not have an approved voluntary retirement request. Officers recommended for flag appointment must first be found to be mentally and physically qualified and not be under investigation. I now encourage those captains who will be considered to submit updated resumes, if you have not recently done so, and to provide any additional documentation which will bear on the qualifications referred to in National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directive 04303(7).

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Flag Nomination Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Flag Nominations

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends the Secretary forward to President (name of current President) the nomination of (rank and name of officer), National Oceanic and Atmospheric Administration (NOAA), to the grade of (rank) while serving in the position of importance and responsibility as Director, (name of position), NOAA. This nomination is in accordance with 33 U.S.C. 3028(d)(1), which provides that an officer assigned to a position designated as one of importance and responsibility has the grade designated for that position only if appointed to that grade by the President, by and with the advice and consent of the Senate. On (date), the Secretary designated the position of (name of position) as a position of importance and responsibility under 33 U.S.C. 3028(a) for which the grade of (rank) is appropriate. Therefore, in order for (name of officer) to serve in this position in the grade of (rank), s/he must be appointed to that grade by the President.

Attachments

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Flag Nomination Package-Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Flag Nominations

ACTION-FORCING EVENT

Recommendation to nominate (rank and name of officer), National Oceanic and Atmospheric Administration (NOAA), to the grade of (rank), while serving in the position of importance and responsibility as Director, (name of position).

ANALYSIS

This nomination is made pursuant to 33 U.S.C. 3028(d)(1), which provides that an officer assigned to a position designated as one of importance and responsibility has the grade designated for that position only if appointed to that grade by the President, by and with the advice and consent of the Senate. On (date), the Secretary designated the position of (name of position) as a position of importance and responsibility under 33 U.S.C. 3028(a) for which the grade of (rank) is appropriate. Therefore, in order for (rank and name of officer), NOAA, to serve in this position in the grade of (rank), s/he must be appointed to that grade by the President.

RECOMMENDATION

I recommend that you approve and sign the attached letter to the President at tab A nominating (rank and name of officer), NOAA, to the grade of (rank) while serving in the position of importance and responsibility as (name of position).

_____ Approve _____ Reject _____ No Action

Attachment

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Flag Nomination Package – Qualification Statement

MEMORANDUM FOR: THE RECORD

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Qualification of Officers for Temporary Promotion

Chapter 4 of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives provides that, in order to be eligible for temporary promotion to a higher grade, officers shall meet all the physical and mental qualifications that are necessary for permanent promotion to the higher grade. This memorandum for the record certifies that the following officer(s) have met all requirements for promotion to grade of (rank):

Name of Officer:

In particular, the following requirements for promotion have been verified by the Director, Commissioned Personnel Center (CPC), and Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO).

NCD 04301 Mental Qualifications - Director, CPC
NCD 04302 Physical Qualifications - Director, OHSPC

Respectfully Submitted:

Rank and Name of Officer, NOAA
Director, CPC
Date:

Rank and Name of Officer, USPHS
Director, OHSPC, NMAO
Date:

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Flag Nomination Package

MEMORANDUM FOR: The Honorable (Name of Individual)
Deputy Assistant to the President and
Deputy Secretary to the Cabinet

FROM: Name of Individual
Chief of Staff

SUBJECT: Flag Nominations

Attached is a letter to the President, along with the nomination form, from the Secretary of Commerce recommending (rank and name of officer), National Oceanic and Atmospheric Administration (NOAA), to the grade of (rank) while serving in a position of importance and responsibility as Director, (name of position). This nomination is made pursuant to 33 U.S.C. 3028(d)(1), which provides that an officer assigned to a position of importance and responsibility only has the grade associated with that position if the officer is appointed to that grade by the President, by and with the advice of the Senate. The Secretary of Commerce has designated the position of (name of position) as one of importance and responsibility for which the grade of (rank) is appropriate.

Attachments (2)

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Flag Nomination Package

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

It is my honor to recommend the appointment of (rank and name of officer), National Oceanic and Atmospheric Administration (NOAA), to the grade of (rank) (O-7/8), while serving in the position of importance and responsibility as Director, (name of position). This nomination is made pursuant to 33 U.S.C. 3028(d)(1).

Sincerely,

Name of Current Secretary of Commerce

Enclosure

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Flag Nomination Package-Nomination Form

The following officers are nominated for appointment to the grades so indicated while serving in positions of importance and responsibility in the Commissioned Corps of the National Oceanic and Atmospheric Administration:

TO BE REAR ADMIRAL (UPPER HALF):

TO BE REAR ADMIRAL (LOWER HALF):

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Flag Certificate Package–Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Flag Appointment

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum requests that the Secretary sign a certificate evidencing the appointment of (name and rank of officer), National Oceanic and Atmospheric Administration (NOAA), to the grade of (rank) while serving in the position of importance and responsibility as (name of position). On (date), the President, by and with the consent of the Senate, appointed (name and rank), NOAA, to the grade of (rank) while serving in the position of importance and responsibility as (name of position).

Attachments

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Flag Certificate Package–Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Flag Certificate

ACTION-FORCING EVENT

The President's appointment of (name and grade), National Oceanic and Atmospheric Administration (NOAA), to the grade of (rank), while serving in the position of importance and responsibility as (name of position).

ANALYSIS

On (date) and pursuant to 33 U.S.C. 3028(d) (1), the President, by and with the advice and consent of the Senate, appointed (rank and name), NOAA, to the grade of (rank), while serving in the position of importance and responsibility as (name of position). Certificates are used by the NOAA Commissioned Corps to document all temporary appointments and promotions.

RECOMMENDATION

I recommend that you sign the attached certificate evidencing (rank and name)'s, NOAA, appointment to the grade of (rank), while serving in the position of importance and responsibility as (name of position).

Attachment

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Flag Certificate Package



This certifies that
grade of *has been appointed to the temporary*
administration from the *day of* *in the National Executive and Administrative*
therefore carefully and diligently discharge the duties of the office to which appointed by doing and *two thousand and* *This officer will*
performing all manner of things the same belonging.

This temporary appointment is to continue in force during the pleasure of the President of the
United States of America, until the assignment for which this appointment is made terminates, or
the officer is appointed or assigned to another position for this a higher grade is designated.
Given at the City of Washington, this *day of* *in the year of our Lord two*
thousand and

By the President:

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Flag Certificate Package

MEMORANDUM FOR: Captain (Name of Officer), NOAA

FROM: Name of Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Appointment as Director, (Name of Position)

The President, with the advice and consent of the Senate, has approved your nomination for temporary appointment to the grade of rear admiral (rank) while serving as the Director, (name of position). In accordance with Section 3028(d)(2) of Title 33 of the United States Code, you will continue in this grade until termination of your assignment to this position for which this appointment was made, unless appointed or assigned to another position for which a higher grade is designated. This appointment is in effect until (mm/dd/yr).

In assigning you to this position, the Secretary of Commerce recognizes your consistent record of outstanding accomplishment, and I am confident that your outstanding performance will continue.

Congratulations on your appointment to this most demanding position.

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion Checklist

Lieutenant (junior grade) and Any One Grade

Certified by Director, CPC _____
Initials Date

LT (jg) – 33 U.S.C. 3029(b)
Any One Grade – 33 U.S.C. 3029(c)

BILLET LIST REVIEW

_____ Director, NOAA Corps (NC) reviews NOAA Corps Billet List
(mm/dd/yr)

Officer Name:

_____ Current grade (O-1(T), O-1 (P), O-2, O-3, etc.)

_____ Effective date of last Permanent Promotion

Temporary Promotion Requested because:

Check One: _____ LT (jg) - Vacancy exists

_____ Any one grade -Senior NOAA or Government Official request

_____ Any one grade - current billet assignment

_____ Reporting date to assignment

_____ # of months in assignment

_____ Temporary promotion recommendation NOAA Form 56-6
(yes or no)

_____ Temporary promotion to grade (O-2, O-3, O-4, etc.)

_____ Approved resignation (Yes/No)

_____ Approved retirement (Yes/No)

_____ Pending investigation (Yes/No)

_____ Prior record of disciplinary action (Yes/No)

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion Checklist

Selection for Temporary Promotion – LT (jg)

(mm/dd/yr) Officer notified of temporary promotion proceedings via memorandum [Appendix 2A-6]

(mm/dd/yr) Officer Personnel Board (OPB) reviews NCD, Chapter 4

(mm/dd/yr) OPB convened

OPB recommendation: Promote _____ Do Not Promote _____

(mm/dd/yr) Officer notified of OPB recommendation by the Director, Commissioned Personnel Center (CPC), via telephone

(mm/dd/yr) Retain OPB evaluation forms for a minimum of 90 days after the Secretary of Commerce (Secretary) approves recommendations

(mm/dd/yr) Officer evaluation forms shredded

Effecting Temporary Promotion/Certificate – LT (jg)

Once the officer has been recommended by the OPB for a temporary promotion, qualifications will be confirmed by the Director, CPC:

Mental Qualifications (NCD 04301) (yes or no)

Physical Qualifications (NCD 04302) (yes or no)

Course Requirements (NCD 04303) (yes or no)

(mm/dd/yr) Temporary Promotion/Certificate package assembled

(mm/dd/yr) Cover and decision memorandum prepared by the Director, NC recommending the Secretary temporarily promote the officer(s) recommended by the OPB and sign the temporary certificate (memorandum evidencing OPB recommendations, qualification memorandum and certificate sent with package) [Appendix 2A-8]

(mm/dd/yr) Temporary Promotion/Certificate package entered in *WebCims* and sent by the Director, NC, to the Secretary, through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator)

(mm/dd/yr) Temporary Promotion/Certificate package received by NOAA Executive Secretariat (ExecSec)

(mm/dd/yr) NOAA ExecSec forwards package to Department of Commerce (DOC) Executive Secretariat (ExecSec)

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion Checklist

(mm/dd/yr) Nomination package vetted through DOC ExecSec

(mm/dd/yr) Certificate signed by the Secretary and returned to the Director, CPC, to affix DOC seal

(mm/dd/yr) Temporary promotion letter prepared and signed by the Director, CPC, and sent with signed certificate to the officer [Appendix 2A-9]

(mm/dd/yr) Copy of certificate retained in officer's file

(mm/dd/yr) Copy of certificate sent to Payroll

Selection for Temporary Promotion – Any One Grade

(mm/dd/yr) Officer notified of temporary promotion proceedings via memorandum [Appendix 2A-7]

(mm/dd/yr) OPB reviews NCD Chapter 4

(mm/dd/yr) OPB convened

OPB recommendation: Promote _____ Do Not Promote _____
Review request again on: _____
(mm/dd/yr)

If officer not recommended by OPB for temporary promotion at one year anniversary in assignment, then officer is referred to Officer Assignment Board on: _____
(mm/dd/yr)

(mm/dd/yr) Officer notified of OPB recommendation by the Director, CPC, via telephone

(mm/dd/yr) Retain OPB evaluation forms for a minimum of 90 days after the Secretary approves recommendations

(mm/dd/yr) Officer evaluation forms shredded

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion Checklist

Effecting Temporary Promotion – Any One Grade

Once the officer has been recommended by the OPB for a temporary promotion, qualifications will be confirmed by the Director, CPC:

_____ Mental (NCD 04301) (yes or no)

_____ Physical (NCD 04302) (yes or no)

_____ Temporary Promotion/Certificate package assembled
(mm/dd/yr)

_____ Cover and decision memorandum prepared by the Director, NC,
(mm/dd/yr) recommending the Secretary temporarily promote the officer(s) recommended by
the OPB and sign the temporary certificate (memorandum evidencing OPB
recommendations, qualification memorandum and certificate sent with package)
[Appendix 2A-8]

_____ Temporary Promotion/Certificate package entered in *WebCims* and sent by
(mm/dd/yr) the Director, NC, to the Secretary, through the NOAA Administrator

_____ Temporary Promotion/Certificate package received by NOAA ExecSec
(mm/dd/yr)

_____ NOAA ExecSec forwards package to DOC ExecSec
(mm/dd/yr)

_____ Nomination package vetted through DOC ExecSec
(mm/dd/yr)

_____ Certificate signed by the Secretary and returned to Director, CPC to affix DOC
(mm/dd/yr) seal

_____ Temporary promotion letter prepared and signed by the Director, CPC, and
(mm/dd/yr) sent with signed certificate to officer [Appendix 2A-10]

_____ Copy of certificate retained in officer's file
(mm/dd/yr)

_____ Copy of certificate sent to Payroll
(mm/dd/yr)

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Recommendation-Lieutenant (Junior Grade)

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Temporary Promotion - Lieutenant (Junior Grade)

In accordance with Section 3029(b) of Title 33 of the United States Code, officers in the permanent grade of ensign may be temporarily promoted to and appointed in the grade of lieutenant (junior grade) by the president alone whenever vacancies exist in higher grades. Executive Order 11023 delegates this authority to the Secretary of Commerce. In accordance with National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives, your name will be forward to the Officer Personnel Board (OPB) for a recommendation accordingly. If the OPB recommends your name be forwarded to the Secretary for temporary promotion, you must first be found to be mentally and physically qualified.

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Recommendation-One Grade

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Temporary Promotion - One Grade

The grade for your current billet has been established at (grade). Section 3029(c) of Title 33 of the United States Code provides that, when determined by the Secretary of Commerce (Secretary) to be in the best interest of the service, officers in any permanent grade may be temporarily promoted one grade by the President alone. Executive Order 11023 delegates this authority to the Secretary. In accordance with National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives, your name will be forward to the Officer Personnel Board (OPB) to be considered for a temporary promotion to the grade of (rank). If the OPB recommends your temporary promotion, your name cannot be forwarded to the Secretary unless you are first found mentally and physically qualified.

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Non-Flag Certificate Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Temporary Promotion(s)

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends that the Secretary accept the recommendations of an Officer Personnel Board (OPB) and temporarily promote the officers on the attached list to the grade(s) so indicated. Under 33 U.S.C. 3029, the President, alone, has the authority to temporarily promote officers who have attained a permanent grade. This authority has been delegated to the Secretary through Executive Order 11023. An OPB convened on (date) and has recommended that the promotions of the officers so listed are appropriate and warranted under the circumstances.

The decision memorandum also requests that the Secretary sign the attached certificate(s) evidencing such temporary promotions.

Attachments (2+)

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Non-Flag Certificate Package-Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Temporary Promotion(s)

ACTION-FORCING EVENT

The Officer Personnel Board (OPB) recommendation that officers of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) be temporarily promoted to the grade(s) indicated.

ANALYSIS

This decision memorandum recommends that the Secretary of Commerce accept the recommendations of an OPB and temporarily promote the officers on the attached list to the grade(s) so indicated. Under 33 U.S.C. 3029, the President, alone, has the authority to temporarily promote officers who have attained a permanent grade. This authority has been delegated to the Secretary through Executive Order 11023. An OPB convened on (date) and has recommended that the promotions of the officers so listed are appropriate and warranted under the circumstances.

The decision memorandum also requests that the Secretary sign the attached certificate(s) evidencing such temporary promotion(s).

RECOMMENDATION

I recommend that you approve the temporary promotions as recommended by the OPB and sign the attached certificate(s).

Attachment (1+)

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Non-Flag Certificate Package-OPB Recommendation

MEMORANDUM FOR: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

FROM: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

SUBJECT: Office Personnel Board Recommendations for Temporary Appointment of
NOAA Corps Officers

An Officer Personnel Board (OPB) convened on (date) to consider temporary promotions of officers in the Commissioned Corps of the National Oceanic and Atmospheric Administration who currently hold permanent appointments. The OPB recommended that the following officers be temporarily promoted by the Secretary to the grades so indicated:

To Be (Grade):

Name of Officer:

Chair, OPB

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Non-Flag Certificate Package-Qualification Statement

MEMORANDUM FOR: THE RECORD

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Qualification of Officers for Temporary Promotion

Chapter 4 of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives provides that, in order to be eligible for temporary promotion to a higher grade, officers shall meet all the physical and mental qualifications that are necessary for permanent promotion to the higher grade. This memorandum for the record certifies that the following officer(s) have met all requirements for promotion to grade of (rank):

To Be (Grade):

Name of Officer:

In particular, the following requirements for promotion have been verified by the Director, Commissioned Personnel Center (CPC), and Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO).

NCD 04301 Mental Qualifications - Director, CPC
NCD 04302 Physical Qualifications - Director, OHSPC

Respectfully Submitted:

Rank and Name of Officer, NOAA
Director, CPC
Date:

Rank and Name of Officer, USPHS
Director, OHSPC, NMAO
Date:

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion to Lieutenant (Junior Grade)
Non-Flag Certificate Package



This certifies that I have appointed _____ to the temporary grade of lieutenant (junior grade) in the National Executive and Administrative Service _____ the _____ day of _____ two thousand and _____. This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.

This temporary appointment is to continue in force during the pleasure of the President of the United States of America, as long as you remain fully qualified for this temporary promotion or you receive a permanent promotion to the grade of lieutenant (junior grade).

Given at the City of Washington, this _____ day of _____ in the year of our second two thousand and ____.

By the President:

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion to Any One Grade
Non-Flag Certificate Package



This certifies that I have appointed _____ to the temporary grade of _____ day of _____ in the National Executive and Administrative Service. This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.

This temporary appointment is to continue in force during the pleasure of the President of the United States of America, until it terminates upon the officer's transfer to a more permanent position.

Done at the City of Washington, this _____ day of _____ in the year of our Lord two thousand and _____.

By the President:

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Non-Flag Certificate Package-Cover Memorandum (Lieutenant (Junior Grade))

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Temporary Promotion- Lieutenant (Junior Grade)

Congratulations, I am pleased to inform you that your temporary promotion to the grade of lieutenant (junior grade) has been approved by the Secretary of Commerce. Unless you expressly decline it, your temporary promotion will be effective as of (date), and your entitlements will be adjusted retroactively to that date. Enclosed is your signed certificate evidencing your temporary promotion in the grade of lieutenant (junior grade). Your temporary promotion remains in effect as long as you remain fully qualified for this temporary promotion or you receive a permanent promotion to the grade of lieutenant (junior grade).

A copy of your signed certificate will be forwarded to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Payroll Unit effecting the necessary changes to your entitlements.

You should obtain your new identification card in accordance with NOAA Corps Directives, Chapter 1, Part 5.

This news of your temporary promotion is forwarded with both my congratulations and best wishes.

cc: OPF
CPC1 - Payroll

Commissioned Personnel Center
Office Instruction Manual
Temporary Promotion
Non-Flag Certificate Package-Cover Memorandum (One Grade)

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Temporary Promotion – One Grade

Congratulations, I am pleased to inform you that your temporary promotion to the grade of (rank) has been approved by the Secretary of Commerce. Unless you expressly decline it, your temporary promotion will be effective as of (date), and your entitlements will be adjusted retroactively to that date. Enclosed is your signed certificate evidencing your temporary promotion in the grade of (rank). Your temporary promotion terminates upon your transfer to a new assignment.

A copy of your signed certificate will be forwarded to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Payroll Unit effecting the necessary changes to your entitlements.

You should obtain your new identification card in accordance with NOAA Corps Directives, Chapter 1, Part 5.

This news of your temporary promotion is forwarded with both my congratulations and best wishes.

cc: OPF
CPC1 - Payroll

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion Checklist

Certified by Director, CPC _____
Initials Date

Officer Name: _____

_____ Current grade (O-1, O-2, O-3, etc.)

_____ Lineal number

_____ Promotion to grade (O-2, O-3, O-4, etc.)

_____ Length of service-in-grade requirement (met by projected promotion date, NCD
04203)

_____ Previously failed selection (Yes/No) _____ How many times?

Check One: Above Zone _____ In Zone _____ Below Zone _____

_____ Approved retirement (Yes/No)

_____ Pending investigation (Yes/No)

_____ Prior record of disciplinary action (Yes/No)

OPB Selection Board Requirements

Director, NOAA Corps (NC), determines authorized strength and number of officers required to be promoted to each grade.

Promotion Zones

Each promotion zone is established with appropriate multiplier, no promotion zone required for lieutenant (junior grade). Permanently appointed ensigns shall be appointed and promoted to the grade of lieutenant (junior grade) upon completion of three years of service; therefore they will be reviewed for continuance 6 months prior to their 3-year anniversary.

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion Checklist

Selection for Promotion

Officer Name: _____ **Number of Vacancies:** (grade)
Promotion Zone: (lineal numbers) **Multiplier:** (number)

(mm/dd/yr) Officer notified of promotion zone via zone memorandum
[Appendix 2B-2]

Above Zone: _____ In Zone: _____ Below Zone: _____

(mm/dd/yr) Officer Personnel Board (OPB) appointed and precept letter prepared for
Director, NC [Appendix 2B-3]

(mm/dd/yr) OPB convened

OPB recommendation (Competitive zones): Select _____ Non-select _____
OPB recommendation (Non-competitive LT(jg) promotions):
Promote _____ Do not promote _____ Separate _____

(mm/dd/yr) Officer notified of OPB recommendation (select/non-select) via phone
call from Commissioned Personnel Center (CPC). Written notification
memoranda indicating either Selection for Promotion, Failure of Selection/Non
Pass Over, or Failure for Selection/Pass Over [Appendix 2B-4] will be sent after
Secretarial approval of the recommendation. Check-off for this item follows
under Nomination Procedure.

Retain OPB evaluation forms for a minimum of 90 days after Senate confirms
nomination.

(mm/dd/yr) Officer evaluation forms shredded

Nomination Package

Nomination package will be assembled within 21 days of OPB meeting [Appendix 2B-5]

(mm/dd/yr) Cover memorandum signed by the Director, NC

(mm/dd/yr) Decision memorandum to the Secretary of Commerce (Secretary)

(mm/dd/yr) Memorandum for the record signed by the Chair, OPB with
recommendations

(mm/dd/yr) Memorandum for the record stating that each officer has met all the
requirements: (NCD: 04203; 04301; 4302, 4303; and 04304)

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion Checklist

(mm/dd/yr) List of nominees on White House letterhead

(mm/dd/yr) Cover memorandum to the Deputy Assistant to the President

(mm/dd/yr) Letter to the President

Nomination Procedure

(mm/dd/yr) Nomination package entered in *WebCims* and sent by the Director, NC, to the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator) and the Secretary; if the Secretary approves OPB recommendations, the package is forwarded to the President for his/her approval, with the advice and consent of the Senate

(mm/dd/yr) Nomination package received by NOAA Executive Secretariat (ExecSec)

(mm/dd/yr) NOAA ExecSec forwards nomination package to Department of Commerce (DOC) Executive Secretariat (ExecSec)

(mm/dd/yr) Nomination package vetted through DOC ExecSec

(mm/dd/yr) DOC ExecSec notifies Director, NC, when the Secretary approves recommendations and forwards to White House

(mm/dd/yr) If OPB recommendation is not accepted by the Secretary or the President, the board shall make such recommendations as are acceptable

(mm/dd/yr) The Director, CPC, contacts the White House Executive Clerk at (202) 456-2227 and provides package tracking number

(mm/dd/yr) The Director, CPC, contacts the White House to verify nomination package forwarded to the Senate for confirmation

(mm/dd/yr) Nomination received by the Senate per Congressional Record

(mm/dd/yr) Nomination confirmed by the Senate per Congressional Record

(mm/dd/yr) Nomination certified by the White House

(mm/dd/yr) Officer confirmed by the Senate for promotion, receives memorandum from the Director, NC, indicating his/her name is placed on promotion list awaiting vacancy [Appendix 2B-6]

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion Checklist

Effecting Promotion/Commission _____ **Projected Date of Vacancy**

2 months prior to projected vacancy, qualifications re-confirmed:

_____ Length of service in grade (NCD 04203) (yes or no)
_____ Mental Qualifications (NCD 04301) (yes or no)
_____ Physical Qualifications (NCD 04302) (yes or no)

_____ Officer notified of promotion eligibility via e-mail
(mm/dd/yr)

_____ Promotion/Commission package assembled
(mm/dd/yr)

_____ Cover and decision memorandum prepared recommending the Secretary
(mm/dd/yr) sign commission evidencing promotion (qualification memorandum and
commission sent with package) [Appendix 2B-7]

_____ Actual date of vacancy (package does not leave CPC until vacancy is
(mm/dd/yr) confirmed).

_____ Promotion/Commission package entered in *WebCims* and sent to the NOAA
(mm/dd/yr) Administrator and the Secretary

_____ Promotion/Commission package vetted through DOC ExecSec
(mm/dd/yr)

_____ Commission signed by the Secretary and returned to CPC to affix DOC seal
(mm/dd/yr)

_____ Promotion letter prepared for officer and sent with signed commission
(mm/dd/yr) [Appendix 2B-8]

_____ Copy of commission retained in officer's file
(mm/dd/yr)

_____ Copy of commission sent to Payroll
(mm/dd/yr)

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Promotion Zone Memorandum-Above Zone

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Promotion Zone - (Grade)

A promotion zone for the grade of (rank) has been established and shall consist of lineal numbers (range of lineal numbers). The Officer Personnel Board (OPB) is scheduled to convene on (date) for the purpose of considering all officers in the grade of (rank) who are eligible for consideration for promotion to the grade of (rank). The (number) best-qualified officers will be selected. You will be above the zone and considered for promotion.

Attached are copies of several personal data sheets that appear in your Official Personnel File (OPF). Corrections to the personal data sheets and any additional information you wish included in your OPF must be received in this office not later than (date). If you have not submitted a biographical sketch within 12 months of this board, you are requested to do so. You are also strongly encouraged to review the entire contents of your OPF prior to (same date as deadline for additional information).

You are encouraged to have your supervisor submit NOAA Form 56-6, Fitness Report, covering the period from your last report through (date). My office must receive this report no later than (date). This will ensure that it is part of your record to be used during the OPB's deliberations.

Attachments

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Promotion Zone Memorandum-Zone

MEMORANDUM FOR: Distribution, NOAA

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Promotion Zone - (Grade)

A promotion zone for the grade of (rank) has been established and shall consist of lineal numbers (range of lineal numbers). The Officer Personnel Board (OPB) is scheduled to convene on (date) for the purpose of considering all officers in the grade of (rank) who are eligible for consideration for promotion to the grade of (rank). The (number) best-qualified officers will be selected. You are within the promotion zone.

Attached are copies of several personal data sheets that appear in your Official Personnel File (OPF). Corrections to the personal data sheets and any additional information you wish included in your OPF must be received in this office not later than (date). If you have not submitted a biographical sketch within 12 months of this board, you are requested to do so. You are also strongly encouraged to review the entire contents of your OPF prior to (same date as deadline for additional information).

You are encouraged to have your supervisor submit NOAA Form 56-6, Fitness Report, covering the period from your last report through (date). My office must receive this report no later than (date). This will ensure that it is part of your record to be used during the OPB's deliberations.

Attachments

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Promotion Zone Memorandum-Below Zone

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Promotion Zone - (Grade)

A promotion zone for the grade of (rank) has been established and shall consist of lineal numbers (range of lineal numbers). The Officer Personnel Board (OPB) is scheduled to convene on (date) for the purpose of considering all officers in the grade of (rank) who are eligible for consideration for promotion to the grade of (rank). The (number) best qualified officers will be selected. In accordance with National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives Chapter 4, Part 2, Section 04203(I), you may be considered for deep selection.

Attached are copies of several personal data sheets that appear in your Official Personnel Folder (OPF). Corrections to the personal data sheets and any additional information you wish included in your OPF must be received in this office not later than (date). If you have not submitted a biographical sketch within 12 months of this board, you are requested to do so. You are also strongly encouraged to review the entire contents of your OPF prior to (same date as deadline for additional information).

You are encouraged to have your supervisor submit NOAA Form 56-6, Fitness Report, covering the period from your last report through (date). My office must receive this report no later than (date). This will ensure that it is part of your record to be used during the OPB's deliberations.

Attachments

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
OPB Precept Memorandum

MEMORANDUM FOR: (Rank and Name of Chair), NOAA
Chair, Officer Personnel Board

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: (Grade) Promotion Zone

In accordance with National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives 04205A, the promotion opportunities for the grade of (rank) have been addressed and the list provided below includes those officers who will be considered for promotion to that grade.

An Officer Personnel Board (OPB) is convened to make selections and recommendations, and shall consist of the following members, in accordance with the provisions of 33 U.S.C. 3022:

MEMBERS

(Rank and Name of Officer), Chair
(Rank and Name of Officer)
(Rank and Name of Officer)
(Rank and Name of Officer)
(Rank and Name of Officer)

NON-VOTING MEMBERS

(Rank and Name of Officer) Director, Commissioned Personnel Center (CPC)
Chief, Officer Services Division (OSD)

The board will convene at (time) on (date), at (location of meeting), (city), (state), for the purpose of recommending officers in the grade of (rank) who are eligible for consideration for promotion to the grade of (rank). The board will serve under oath to perform the duties imposed by law.

A promotion zone of (fill in number) (rank) on the active duty lineal list, dated (fill in date), is hereby established. The (number) best qualified officers are to be selected.

Promotion <u>To</u>	Number of <u>Selectees</u>	<u>Zone</u>
(rank)	(fill in number)	(fill in Lineal #'s)

In accordance with NOAA Corps Directives 04203I, and at the discretion of the Chair, the board is authorized to consider the next two officers below the zone (fill in lineal numbers) in order of seniority. If this discretion is exercised, the board may only select officers if they rank in the top 50 percent of those recommended for promotion. Officers who are below the zone and considered for promotion, but not selected, are not considered to have failed of selection.

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
OPB Precept Memorandum

All proceedings of this selection board will be undertaken consistent with NOAA-wide policies concerning equal employment opportunity and equal treatment, as well as Executive Branch Principles of Ethical Conduct. To assist the board deliberations, the Director, CPC, will provide, if you request, summaries of NOAA's current policies. The NOAA Corps' commitment to equal opportunity, without regard to race, creed, color, gender, national origin, or occupational specialty, must be without question and readily apparent to all who would independently review this commitment.

Subject to existing law, directives, and the oath taken, each board member is to be governed by his/her own judgment when giving weight to the broad qualification criteria, which are contained in NOAA Corps Directives 04304. At the conclusion of the board's proceedings, all members must be able to say that the officers recommended for promotion to the grade of (rank) are, in the considered opinion of a majority of the board, the best qualified to carry out the duties and responsibilities expected of that grade.

Every member of the board must review the complete file of each officer being considered. This review is to be undertaken individually, without reference to the review conducted by any other member of the board or in consultation with any other member of the board. The files of officers who failed of selection from a previous competitive promotion zone shall bear no stigma by virtue of that fact when being considered in the current promotion zone. Additionally, in accordance with a previously approved board recommendation, those officers in the previous zone who had no one selected from below them on the lineal list are not considered to have failed selection. Similar consideration will be afforded officers in this promotion zone. In operating under this policy, I expect the board to weigh the Corps' current situation carefully and make a recommendation to me as to when this policy may be set aside.

The competitive promotion process involves making difficult and independent judgments. You are to emphasize to the members of the board the importance of the trust placed in them by virtue of their sworn oath. Each member is obligated to evaluate the fitness of all eligible officers without prejudice or partiality. Further, all members are to be reminded that they must confine themselves to the facts contained in the written record and that they may not prejudice their judgments based on rumor or hearsay.

Board members shall bear in mind that the Director makes assignments, and that such assignments are made first and foremost with the needs of the Service in mind. Those needs are conveyed by the NOAA programs served or by the executive leadership of NOAA. Thus, in response to the needs of the Service, suitably qualified officers may have been assigned to billets outside their primary occupational fields. Serving in such billets may produce a career pattern that is different from that of officers who have served primarily in their occupational specialties. In reviewing files, the board is expected to recognize such situations and to exercise due care in fairly evaluating the promotion competitiveness of such officers.

The expressed goal of NOAA senior management has been to refocus the NOAA Corps on priority operational billets - especially those involving ships and aircraft - that directly support data acquisition. In support of this goal, I direct each board considering officers for promotion to the grades of commander and below to weigh carefully officers' demonstrated capabilities in these operational billets; however, I ask this board to bear in mind that officers selected for promotion to captain will be expected to fill leadership positions within NMAO and throughout NOAA. Although our most senior officers are expected to have developed considerable operational expertise during their careers, they are, as captains, less likely to be called upon to fill operational sea and aviation billets. Therefore, during your deliberations, more emphasis should be placed on assessing an officer's ability to assume senior management and leadership positions throughout the organization. Remember, promotion to the grade of captain is not a reward for prior performance; it is, however, an acknowledgment that the officer can contribute at the highest levels to advancing NOAA's mission.

The board will be provided with all the necessary records and administrative support. At your request, you may be briefed by CPC staff on the nature of the records before you begin the proceedings. You are to deliver the final report of the board to my office at a date to be determined. This report must contain the signatures of all members of the board.

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
OPB Precept Memorandum

You are reminded that all recommendations of the board must be kept confidential until such time as its actions are approved and all officers above, in and below the zone have been notified. In addition, you will direct the board not to divulge or discuss any specific information related to the proceedings with any individual who is not a member of the board.

You may consult with the Director, CPC, to resolve any procedural questions that may arise.

Attachment

cc: OPB Members

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Memorandum - Selection for Promotion

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Promotion Board Results - (Grade)

Congratulations! I am pleased to inform you of your tentative selection for promotion. The Secretary of Commerce has approved the recommendation of the Officer Personnel Board that you be nominated for promotion to the grade of (rank). Subject to approval by the President with advice and consent by the Senate, your name will be placed on the promotion list for (rank).

Provided you have met all the requirements for promotion set forth in National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives 04203 (Time in Grade) and 33 U.S.C.A. 3027 (General Qualifications of Officers for Promotion to Higher Permanent Grade), as detailed in NOAA Corps Directives 04301 (Mental Qualifications) and 04302 (Physical Qualifications), you will be in line for advancement to the permanent grade of (rank) when a vacancy in that grade becomes available. The Commissioned Personnel Center will notify you of your expected promotion date and verify that your qualifications are current when the vacancy occurs.

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Memorandum – Failure of Selection/Non Pass Over

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Promotion Board Results – (Grade)

At my direction, the Officer Personnel Board (OPB) convened on (date), to serve as a Selection Board to recommend officers for promotion to the grade of (rank). It was this board's duty to consider, with impartiality, the complete official personnel files of all officers in the grade of (rank) who were eligible for consideration for promotion to (grade). Official records were reviewed to evaluate performance, leadership and management ability, professional knowledge and development, and breadth of experience. After a thorough review of all records, the board was charged with applying the precept guidance I provided, and to recommend the (number) officers that a majority of the board determined to be the best qualified to meet the needs of the Service and to carry out the duties and responsibilities of the grade of (rank).

In the judgment of the board, (number) other officers from within the zone were deemed to be more qualified for promotion to (grade) than you. Therefore, you were not among those recommended for promotion at this time. However, in your particular case, no officers who were junior to you on the lineal list were selected for promotion. Because of this fact, the board recommended to the Secretary of Commerce (Secretary) that you should not be considered to have failed of selection for promotion. The Secretary has approved the OPB's recommendation; therefore, you will compete for promotion the next time that a promotion zone for the grade of (rank) is established, as if you had not been previously considered.

The fact that you were not selected for promotion is perhaps an indicator of deficiencies in your official record that led the board to conclude that you were not as competitive for promotion as your contemporaries senior to you on the lineal list. You should be motivated to identify and act on practicable remedies.

I encourage you to consult with the Director, Commissioned Personnel Center, at (301) 713-3444, for any further discussions you may desire.

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Memorandum - Failure of Selection/Pass Over

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Promotion Board Results – (Grade)

At my direction, the Officer Personnel Board (OPB) was convened on (date) to serve as a Selection Board to recommend officers for promotion to the grade of (rank). It was this board's duty to consider, with impartiality, the complete official personnel files of all officers in the grade of (rank) who were eligible for consideration for promotion to (grade). Official records were reviewed to evaluate performance, leadership and management ability, professional knowledge and development, and breadth of experience. After a thorough review of all records, the board was charged with applying the precept guidance I provided, and to recommend the (number) officers that a majority of the board determined to be the best qualified to meet the needs of the Service and to carry out the duties and responsibilities of the grade of (rank).

In the judgment of the board, (number) other officers from within the zone were deemed to be more qualified for promotion to (grade) than you. The Secretary of Commerce has approved the recommendations made by the OPB, therefore, you were not among those recommended for promotion at this time.

Your personal evaluation of the results of this competitive promotion process should be considered in the proper perspective. Your service and effectiveness in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) have not been devalued because you were not selected. You remain a valuable and experienced contributor to the Service and you will once again have the opportunity to compete for promotion the next time that a promotion zone for the grade of (rank) is established. However, this non-selection for promotion is perhaps an indicator of deficiencies in your official record that led the board to conclude that you were not as competitive for promotion as your contemporaries. You should be motivated to identify and act on practicable remedies.

I encourage you to consult with the Director, Commissioned Personnel Center, at (301) 713-3444, for any further discussions you may desire.

cc: OPF

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package-Cover Memorandum

MEMORANDUM FOR: Name of Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Executive Nominations

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends that the Secretary accept the Officer Personnel Board (OPB) promotion recommendations and forward the nomination of (number) National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officers for permanent promotion to the grades so indicated to the President for his approval, by and with the advice and consent of the Senate.

The OPB convened on (dates) for each of the grades indicated, respectively, and recommended the promotions of the officers so listed. Under 33 U.S.C. 3026, all promotions to permanent grades shall be made by the President, by and with the advice and consent of the Senate.

Attachments (6)

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package–Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Executive Nominations

ACTION-FORCING EVENT

The Officer Personnel Board (OPB) recommendation that the attached list of officers of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) be permanently promoted to the grades so indicated.

ANALYSIS

This decision memorandum recommends that the Secretary of Commerce accept the OPB's recommendations for promotion of certain NOAA Corps officers. Assuming the Secretary accepts such recommendations, the Secretary is asked to forward the nominations to the President pursuant to 33 U.S.C. 3026. That statute states that only the President, by and with the advice and consent of the Senate, may make promotions to permanent grades. OPBs convened on (dates) and have recommended the promotion of the officers appearing on the attached list. All nominated officers have met all qualifications for permanent promotion, as required under 33 U.S.C. 3027.

RECOMMENDATION

I recommend that you approve the OPB's recommendations and forward the nominations to the President by signing the attached letter to the President.

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package–OPB Recommendation

MEMORANDUM FOR: THE RECORD

FROM: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

SUBJECT: Officer Personnel Board Recommendations

An Officer Personnel Board (OPB) convened on (date) to consider permanent promotions to the grade of (rank). The OPB recommended that the following officers be permanently promoted to the grade of (rank).

(List of Officers)

Chair, OPB

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package–Qualification Statement

MEMORANDUM FOR: THE RECORD

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Qualification of Officers for Promotion to Permanent Grades

Section 3027 of Title 33 of the United States Code provides that officers must pass a satisfactory mental and physical examination to be eligible for promotion to a higher permanent grade. This memorandum for the record certifies that the following officer(s) have met all requirements for promotion to grade of (rank):

To Be (Grade):

Name of Officer

In particular, the following requirements for promotion have been verified by the Director, Commissioned Personnel Center (CPC), and Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO).

NCD 04203 Eligibility for Promotion Consideration- length of service-in-grade - Director, CPC
NCD 04301 Mental Qualifications - Director, CPC
NCD 04302 Physical Qualifications - Director, OHSPC
NCD 04303 Completion of Course Requirements - Director, CPC
NCD 04304 Professional Qualifications - Director, CPC

Respectfully Submitted:

Rank and Name of Officer, NOAA
Director, CPC
Date:

Rank and Name of Officer, USPHS
Director, OHSPC, NMAO
Date:

Attachment

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package

MEMORANDUM FOR: The Honorable (Name of Individual)
Deputy Assistant to the President and
Deputy Secretary to the Cabinet

FROM: Name of Individual
Chief of Staff

SUBJECT: Executive Nominations

Attached is a letter to the President, along with the nomination form, from the Secretary of Commerce recommending (number) officers of the National Oceanic and Atmospheric Administration for permanent promotion to the grades indicated. These nominations are made pursuant to 33 U.S.C. 3026, which provides that promotions to all permanent grades shall be made by the President, by and with the advice and consent of the Senate.

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

It is my honor to recommend (number) officers of the National Oceanic and Atmospheric Administration for permanent promotion to the grades indicated on the enclosed nomination form. This nomination is made pursuant to 33 U.S.C. 3026. Nominated officers have met all requirements for permanent promotion as required under 33 U.S.C. 3027.

Respectfully,

Name of Current Secretary of Commerce

Enclosure

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Nomination Package – Nomination List

The following officers are nominated for permanent promotion to the grades indicated in the Commissioned Corps of the National Oceanic and Atmospheric Administration:

TO BE CAPTAIN:

Names to be determined

TO BE COMMANDER:

Names to be determined

TO BE LIEUTENANT COMMANDER:

Names to be determined

TO BE LIEUTENANT:

Names to be determined

TO BE LIEUTENANT (Junior Grade):

Names to be determined

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Promotion Memorandum

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Promotion

I am pleased to inform you that the President, by and with the advice and consent of the Senate, approved your permanent promotion to the grade of (rank) on (date). However, your permanent promotion will not be effected until a vacancy in the grade of (rank) occurs. Unless you expressly decline the promotion, and provided you continue to meet the requirements for promotion set forth in National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives 04301, 04302, 04303, 04304 and 33 U.S.C. 3027 (General Qualifications of Officers for Promotion to Higher Permanent Grade), I project that you will be promoted effective (date). This promotion date is based on a projected vacancy. Should events preclude this vacancy from occurring, you will be notified of the delay by Commissioned Personnel Center and advised as to when you might expect your promotion. Your promotion will be effective on the date the Secretary of Commerce signs your Commission.

This news of your placement on the promotion list is forwarded with both my congratulations and best wishes.

cc: OPF
Payroll

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Commission Package-Cover Memorandum

MEMORANDUM FOR: Name of Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Signing of Commission Evidencing Promotion of
NOAA Corps Officer(s)

Attached for your signature is a decision memorandum to Secretary (Name of current Secretary of Commerce). This decision memorandum recommends that the Secretary of Commerce, in accordance with Executive Order 11023 (Section 2), sign a commission evidencing the promotion of the officer(s) listed. In accordance with 33 U.S.C. 3026, the President has approved the promotions of the officers so listed, by and with the advice and consent of the Senate. The signed commission will be returned to the Director, Commissioned Personnel Center, who will affix the seal of the Department of Commerce to the commission before it is sent to the officer(s).

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Commission Package–Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Signing of Commission Evidencing Promotion of NOAA Corps Officer(s)

ACTION-FORCING EVENT

The recommendation to sign a commission evidencing the permanent promotion of the officer(s) listed.

ANALYSIS

In accordance with 33 U.S.C. 3026, the President has approved the permanent promotions of the officers of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) so listed, by and with the advice and consent of the Senate. Since the NOAA Corps has vacancies in the grade of (rank), it is now appropriate and warranted to promote these officers. Executive Order 11023 provides that, upon such promotion, the Secretary of Commerce shall issue a commission evidencing the promotion.

Signed commissions will be forwarded to the NOAA Corps Commissioned Personnel Center and the Department of Commerce seal will be affixed to the commission before it is sent to the officer.

RECOMMENDATION

I recommend that you sign the attached commission(s) for the officers listed.

Attachments (# of Commissions)

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Commission Package–Qualification Statement

MEMORANDUM FOR: THE RECORD

FROM: Rear Admiral (Name of Officer), NOAA
Director, NOAA Corps

SUBJECT: Qualification of Officers for Promotion to Permanent Grades

Section 3027 of Title 33 of the United States Code provides that officers must pass a satisfactory mental and physical examination to be eligible for promotion to a higher permanent grade. This memorandum for the record certifies that the following officer(s) remain qualified for promotion to grade of (rank):

To Be (Grade):

Name of Officer:

In particular, the following requirements for promotion have been verified by the Director, Commissioned Personnel Center (CPC), and Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO).

NCD 04203 Eligibility for Promotion Consideration- length of service-in-grade - Director, CPC
NCD 04301 Mental Qualifications - Director, CPC
NCD 04302 Physical Qualifications - Director, OHSPC
NCD 04303 Completion of Course Requirements - Director, CPC
NCD 04304 Professional Qualifications - Director, CPC

Respectfully Submitted:

Rank and Name of Officer, NOAA
Director, CPC
Date:

Rank and Name of Officer, USPHS
Director, OHSPC, NMAO
Date:

Attachment

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Commission Package



To all who shall see these presents, greetings:

Know ye, that reposing special trust and confidence in the patriotism, fidelity and abilities of

I do, appoint him, by and with

the advice and consent of the Senate,

in the

National Oceanic and Atmospheric Administration

to rank as such from the day of

two thousand and

This Officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.

And I do strictly charge and require those Officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this Officer is to observe and follow such orders and directions, from time to time, as may be given by me, or the future President of the United States of America, or other Superior Officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America, for the time being, under the provisions of those Public Laws relating to Officers of the National Oceanic and Atmospheric Administration in which this appointment is made.

Done at the City of Washington, this day of
in the year of our Lord two thousand and of the Independence of the
United States of America the two hundred

By the President:

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Permanent Promotion
Cover Memorandum for Commission

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Promotion

Congratulations, I am pleased to inform you that your promotion to the grade of (rank) is effective as of (date), unless you expressly decline it. Your entitlements will be adjusted as of that date. Enclosed is your signed commission evidencing your promotion to the grade of (rank).

A copy of your signed commission will be forwarded to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Payroll Unit effecting the necessary changes to your entitlements.

You should obtain your new identification card in accordance with NOAA Corps Directives, Chapter 1, Part 5.

This news of your promotion is forwarded with both my congratulations and best wishes.

cc: OPF
CPC1 - Payroll